DOCUMENT RESUME

ED 099 477 95 CE 002 547

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TITLE Samoan Demonstration Program: Volume 2. Final Report for FY 73-74.
INSTITUTION Hawaii Univ., Honolulu. Honolulu Community Coll. Kalihi-Palama Education Center.
SPONS AGENCY Bureau of Occupational and Adult Education (DHEW/OE), Washington, D.C.
PUB DATE 74
GRANT OEG-9-73-0091
NOTE 104p.; For Volume 1, see CE 002 546

EDRS PRICE MF-$0.75 HC-$5.40 PLUS POSTAGE
DESCRIPTORS *Adult Basic Education; *Auto Mechanics; Culturally Disadvantaged; *Demonstration Programs; Disadvantaged Groups; English (Second Language); *Instructional Materials; *Vocabulary Skills

ABSTRACT

The second volume reporting on the Samoan Demonstration Program contains four sets of custom designed auto mechanics instructional materials, each including instructor's directions for using the materials. The materials were designed for Samoan speaking students who desire to improve their basic English communication skills, and the lessons provide students with vocabulary development, spelling, reading, and writing exercises. The four instructional sets are Trade Terminology, Tool Identification, Safety Vocabulary, and Shop Management. Each set is divided into a materials description, package objectives, evaluation methods, implementing materials, and the instructor's information sheet, followed by a student information sheet and practice exercises related to vocabulary development, spelling, reading, and writing. About one-fourth of the document is devoted to pre- and posttests on the first three sets, and a posttest for the fourth set. A tool identification script for tape use is included. (NH)

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SAMOAN DEMONSTRTAION PROGRAM

FINAL REPORT FOR FY 73-74

VOLUME II

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CE002397

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INTRODUCTION ...

This volume of the Samoan Demonstration Program documentation contains the custom designed auto mechanics instructional materials. There are four sets of materials including the instructors' directions for using these materials. The instructor is also provided with a one page information sheet that contains a concise description of each package. A student information sheet has been prepared for each instructional package. Using as few words as possible, these information sheets serve as guides to the students if a plan of individualized instruction is implemented.

Packages 1A and 1B have pre and post tests. There is only one test for 1C, which can be used as both the pre and post test. Package 1D has a post test only. All the tests appear together at the end of this volume.

Although these materials have been prepared for distribution, they have not yet been fully tested. Testing and revision will continue during the third year (1974-75) funding period of this project. Because of this, we would be most interested in hearing the comments, questions and suggestions for improvement from those who review this volume.

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USING INSTRUCTIONAL MATERIALS PACKAGE 1A

TRADE TERMINOLOGY - AUTOMOTIVE

Materials Description

This set of instructional materials has been designed for Samoan speaking students who desire to improve their basic English communication skills. Using a high interest area (automotive mechanics) as a source of content, the lessons provide the students with vocabulary development, spelling, reading and writing exercises. The materials may be used in a group setting or as part of an individualized instruction system. It is also possible to apply portions of the package to a system of Peer Mediated Instruction (PMI).

The various lessons and exercises have been prepared to present the new words and concepts in a simple and graphic manner. The average student may find this pace too slow and deliberate but for the culturally handicapped this is necessary.

The materials for this package include :

1. Five sets of vocabulary development, reading, spelling and writing lessons with practice exercises.
2. Student Information Sheet (For individualized instruction)
3. Instructor's Information Sheet
4. Pre test
5. Post test

Package Objectives

The objectives of this instructional package are:

1. To serve as a set of instructional materials in basic English communications for individuals interested in the automotive trades.

2. To provide instructional materials geared for the culturally handicapped student. (Samoan speaking)

3. To provide instructors with a model to help them develop similar materials.

Evaluation Methods

The practice worksheets, when corrected by the instructor, can serve as an evaluation device. When PMI is applied the student will receive immediate verification of his responses and learning should be enhanced.

The pre and post tests are designed to evaluate the degree of student progress as a result of studying the entire package. It is possible the pre test may indicate that the student does not need to study the package at all.

Implementing Materials

It is imperative that the student receive the orientation necessary for him to successfully use these materials. The Student Information Sheet is the student's written guide to what he will be studying and how he will accomplish this. However, the instructor may still have to provide more direct guidance to further assist the student. Since the five lessons follow the same format, after some instruction the students should be able to do most of the activities without too much additional guidance.

Where PMI is utilized, the students must receive orientation and practice using the suggested methods. If instruction is to be individualized, the students must be prepared for the honest, independent action that will be required of them.

MODULE

INSTRUCTOR'S INFORMATION SHEET

Basic English

Communications

PERFORMANCE OBJECTIVE: The student will be able to say, read, use and spell the 25 automotive trade words presented in this instructional package.

UNIT 1A	Content - Skills	Content - Related	Teaching Techniques	References
Trade Terminology --- Automotive	1. Identification of various parts of the automobile or terms and procedures related to driving.	1. Say the 25 automotive terms. 2. Read them as words and in sentences. 3. Spell the words. 4. Use them in phrases and sentences.	1. Reading worksheets. 2. Writing responses. 3. Spelling words. 4. Composing sentences.	1. Student Information Sheet. 2. Student worksheets.

STUDENT INFORMATION SHEET

Course Basic English Communications

Lesson Number 1A

Lesson Title Trade Terminology - Automotive

Objective

YOU WILL BE ABLE TO read, use and spell the 25 automotive trade words presented in this package.

Materials

YOU WILL RECEIVE THESE MATERIALS TO DO THIS LESSON.

1. Instructional materials set 1, 2, 3, 4, and 5.
2. Student Spelling Book

Procedure

YOU WILL NEED TO FOLLOW THESE INSTRUCTIONS.

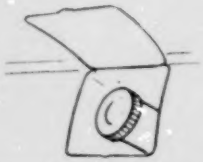
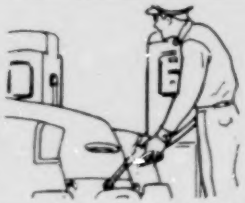
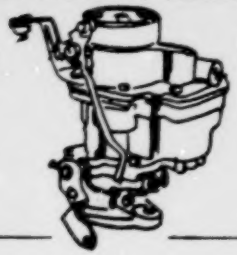
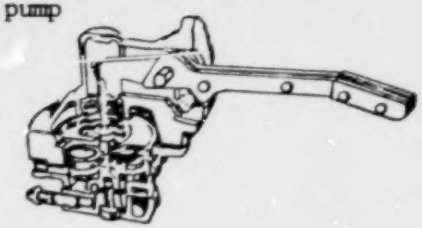
1. Study Vocabulary Lesson 1
   a. look at the pictures
   b. say the words
   c. read the sentences in English
   d. read the sentences in Samoan
2. Study the words for spelling.
3. Do Spelling Lesson 1.
4. Do Vocabulary Practic 1.
5. Do Reading Lesson 1.
6. Do Writing Practice 1.
7. Do Sentence Composition 1.
8. Do the same for each of the next four sets of lessons.

Evaluation

YOU CAN SHOW WHAT YOU HAVE LEARNED BY:

1. Doing the practice exercises.
2. Taking the final test.

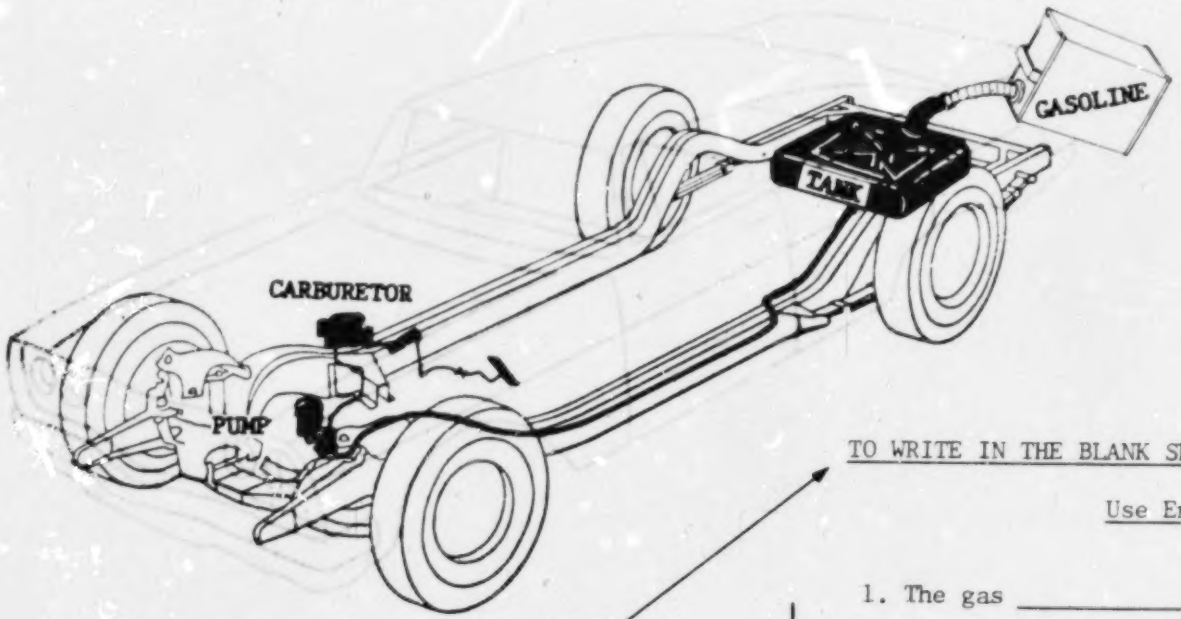
VOCABULARY LESSON 1

WORD	USED IN ENGLISH	USED IN SAMOAN
1. fuel	1. A car needs <u>fuel</u> to give it power to run.	1. E maua mai le paoa e alu ai le ta'avale mai le kesi.
2. tank 	2. The gas <u>tank</u> is located under the rear of the car.	2. O le tane kesi o lo'o i tua o le ta'avale.
3. gasoline 	3. <u>Gasoline</u> is a fuel that cars use.	3. Kasolini o le kesi e fa'aaoga e ta'avale.
4. carburetor 	4. Fuel and air are combined in the <u>carburetor</u>.	4. Kesi ma le ea ua fa'atasia i le kapureta.
5. pump 	5. The fuel <u>pump</u> carries the fuel from the tank to the carburetor.	5. O le pamu kesi e aveina le kesi mai le tane i le kapureta.

SPELLING LESSON 1

fuel	A car needs fuel to give it power to run.	fuel
tank	The gas tank is located under the rear of the car.	tank
gasoline	Gasoline is a fuel that cars use.	gasoline
carburetor	Fuel and air are combined in the carburetor.	carburetor
pump	The fuel pump carries the fuel from the tank to the carburetor.	pump

Teacher _____ Date _____



VOCABULARY PRACTICE 1

CHOOSE THE RIGHT WORD

English	Samoan
pump	pamu
tank	tane
fuel	kesi
carburetor	kapureta
gasoline	kasolini

TO WRITE IN THE BLANK SPACES OF THESE SENTENCES

Use English

1. The gas _____ is located under the rear of the car.
2. Air and fuel are combined in the _____.
3. _____ gives the car power to run.
4. _____ is a fuel.
5. The _____ carries the fuel to the carburetor.
6. The gasoline is placed in the gas _____.
7. The gas tank was full of _____.

Teacher _____ Date _____

READING LESSON 1

Read this story

The car cannot run unless it has fuel in it. Gasoline is the kind of fuel you use in a car. Gasoline is put into a tank located under the rear of the car. A pump carries the gas to the carburetor where it is mixed with air.

Answer these questions

Underline the correct answers.

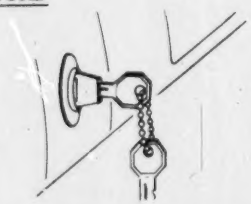
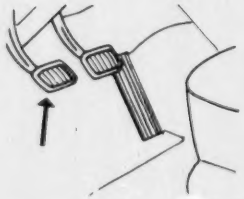
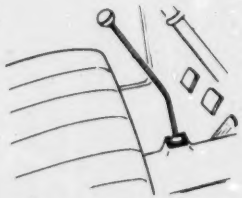
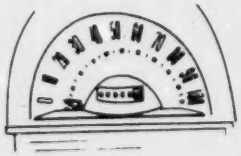
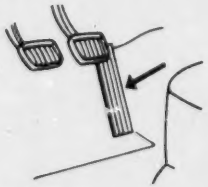
1. Fuel and gasoline are
   a. the same.
   b. different.
2. The gasoline is placed in the
   a. carburetor.
   b. tank.
3. The gasoline is mixed with air in the
   a. carburetor.
   b. pump.
4. If you have no fuel,
   a. your car cannot run.
   b. you can use water.
5. If the fuel pump on your car is not working,
   a. the gas will remain in the tank.
   b. the gas will remain in the carburetor.

Teacher _____ Date _____

SAY THE WORDS	WRITE THE WORDS IN PHRASES		
fuel	1. burn fuel	2. use fuel	3. buy fuel
	4.	5.	6.
tank	1. fill the tank	2. a gas tank	3. a fuel tank
	4. empty the tank	5.	6.
pump	1. fuel pump	2. change the pump	3. repair the pump
	4.	5.	6.
carburetor	1. clean the carburetor	2. dirty carburetor	3.
	4.	5.	6.
gasoline	1. regular gasoline	2. buy gasoline	3. use gasoline
	4. gasoline tank	5.	6.

SENTENCE COMPOSITION 1

SAY THE WORDS	READ THE WORDS IN THESE SENTENCES	WRITE THE WORDS IN YOUR OWN SENTENCES
fuel	1. All cars use fuel. 2. We buy fuel from the gas station.	1. 2.
tank	1. The man wanted to fill the gas tank. 2. He had to empty the tank yesterday.	1. 2.
pump	1. Change the pump if you cannot fix it. 2. The repair man changed the fuel pump.	1. 2.
carburetor	1. Clean the carburetor and the car will run better. 2. A dirty carburetor is not good.	1. 2.
gasoline	1. We must buy gasoline for our car. 2. Put regular gasoline in the car.	1. 2.

WORD	USED IN ENGLISH	USED IN SAMOAN
1. ignition 	1. To start the car you must turn on the ignition.	1. E ao ona mimilo le ki e fa'aola ai le ta'avale.
2. clutch 	2. Step down on the clutch to release the gears.	2. Tu le vae i le kalati e sui ai kia.
3. gearshift 	3. Use the gearshift to change from one gear to another.	3. Fa'a aoga le vaega o kia e sui ai kia.
4. speedometer 	4. The speedometer shows you how fast the car is traveling.	4. O le fua maila e fa'a alia mai ai le po'o le'a le saosaoa o le ta'avale.
5. accelerator 	5. If you step down hard on the accelerator the car will go faster.	5. A tu mamafa lou vae i le akeselireta e alu masau le ta'avale.

SPELLING LESSON 2

ignition	To start the car you must turn on the ignition.	ignition
clutch	Step down on the clutch to release the gears.	clutch
gearshift	Use the gearshift to change from one gear to another.	gearshift
speedometer	The speedometer shows you how fast the car is traveling.	speedometer
accelerator	If you step down hard on the accelerator the car will go faster.	accelerator

Teacher _____ Date _____

CHOOSE THE RIGHT WORD

English	Samoan
ignition	ki e fa'aola
clutch	kalati
gearshift	vaega o kia
accelerator	akeselireta
speedometer	fuamaila

TO WRITE IN THE BLANK SPACES OF THESE SENTENCES

Use English

1. You must have a key to turn the _____ on.
2. Move your _____ to the gear you want to use.
3. You cannot start your car if the _____ is not working.
4. Step on the _____ to release the gears.
5. When your car is moving the _____ shows you how fast it is going.
6. If the _____ is not working, you don't know how fast you are traveling.
7. If you need more speed, step on the _____.

Teacher _____ Date _____

READING LESSON 2

Read this story

When the key in the ignition is turned, the car starts. A clutch on the floor of the car releases the gears. You can then move the gearshift to the gear you want to use. However, you must step on the accelerator before the car will move. Then watch the speedometer to be sure you don't go too fast.

Answer these questions

Underline the correct answers.

1. You can change gears
   a. before you step on the clutch.
   b. after you step on the clutch.
2. Step on the accelerator
   a. before you turn the ignition on.
   b. after you turn the ignition on.
3. The speedometer shows you
   a. how fast the car is moving.
   b. how much gas you have in your tank.
4. This story tells you
   a. how to stop your car.
   b. how to start your car.
5. The ignition is
   a. on the floor of the car.
   b. what starts the car.

Teacher _____ Date _____

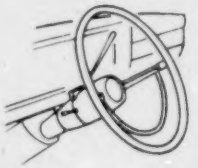
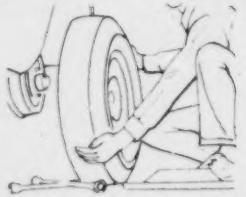
WRITING PRACTICE 2

SAY THE WORDS	WRITE THE WORDS IN PHRASES		
ignition	1. start the ignition	2. turn the ignition	3. fix the ignition
	4.	5.	6.
clutch	1. step on the clutch	2. repair the clutch	3. release the clutch
	4.	5.	6.
gearshift	1. change the gearshift	2. move the gearshift	3. remove the gearshift
	4.	5.	6.
speedometer	1. watch the speedometer	2. adjust the speedometer	3. fix the speedometer
	4.	5.	6.
accelerator	1. step on the accelerator	2. use the accelerator	3. press on the accelerator
	4.	5.	6.

SENTENCE COMPOSITION 2

SAY THE WORDS	READ THE WORDS IN THESE SENTENCES	WRITE THE WORDS IN YOUR OWN SENTENCES
ignition	1. He knows how to start the ignition. 2. The repairman had to fix the ignition.	1. 2.
clutch	1. He will repair the clutch and we can use the car. 2. You must learn how to release the clutch correctly.	1. 2.
gearshift	1. Move the gearshift to reverse to back into the space. 2. It was necessary to change the gearshift.	1. 2.
speedometer	1. Adjust the speedometer to show the correct speed. 2. He had to fix the speedometer.	1. 2
accelerator	1. Use your foot to step on the accelerator after you change gears. 2. Press on the accelerator after you change gears.	1. 2.

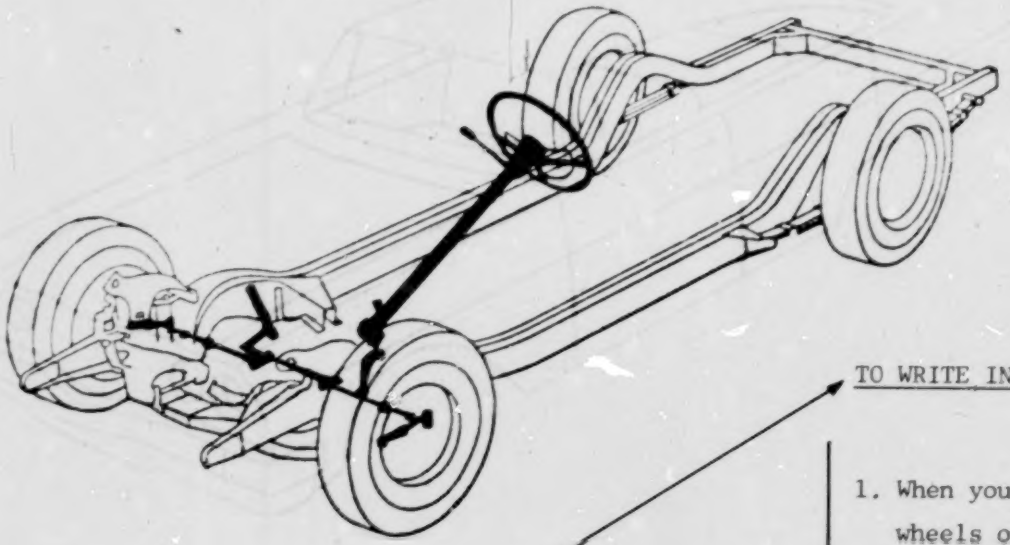
VOCABULARY LESSON 3

WORD	USED IN ENGLISH	USED IN SAMOAN
1. steering wheel 	1. The steering wheel is used to turn the wheels of the car.	1. O le foe uli e fa'aaoga e liliu ai uili o le ta'avale.
2. tire	2. A tire is made of rubber.	2. O pa'u ua gaosia mai i pulu.
3. wheel 	3. The wheel of the car had to be changed.	3. Sa tatau ona sui le uili o le ta'avale.
4. steer	4. You steer a car by turning the steering wheel.	4. E te uliina le ta'avale pe'a liliu le fueuli.
5. accident	5. If you turn your car in the wrong direction, you may have an accident.	5. A sese ona liliu lau ta'avale, e le taumate ole'a tupu se fa'alavelave.

SPELLING LESSON 3

steering wheel	The steering wheel is used to turn the wheels of the car.	steering wheel
tire	A tire is made of rubber.	tire
wheel	The wheel of the car had to be changed.	wheel
steer	You steer a car by turning the steering wheel.	steer
accident	If you turn your car in the wrong direction, you may cause an accident.	accident

Teacher _____ Date _____



VOCABULARY PRACTICE 3

CHOOSE THE RIGHT WORD

English	Samoan
steering wheel	foe uli
tire	pa'u
accident	fa'alaveiave
wheel	uili
steer	uliina

TO WRITE IN THE BLANK SPACES OF THESE SENTENCES

Use English

1. When you turn the _____ the wheels of the car turn.
2. This car has four _____(s).
3. Each wheel has a _____ on it.
4. An _____ can happen if you drive in the wrong way.
5. A bad tire may cause an _____.
6. The steering wheel turns the front _____(s).
7. You _____ the car by turning the steering wheel.

Teacher _____ Date _____

READING LESSON 3

Read this story

I know that you can cause an accident if you steer carelessly. You should use two hands to turn the steering wheel. Also, be sure that your tires and wheels are working right. Buy new tires if you need them. Have your wheels checked by a repairman.

Answer these questions

Underline the correct answers.

1. Careless steering
   a. can cause accidents.
   b. never causes accidents.
2. Tires should be in good condition
   a. to make steering easy.
   b. to prevent accidents.
3. Your wheels
   a. should be checked by a repairman.
   b. never need to be checked.
4. Turn the steering wheel
   a. with two hands.
   b. carelessly.
5. Sometimes you need to buy new tires.
   a. yes
   b. no

Teacher _____ Date _____

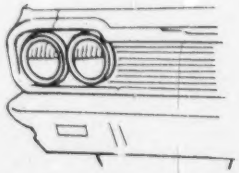
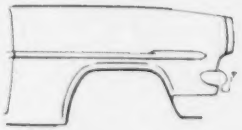
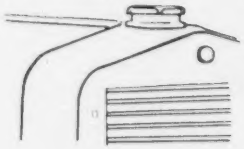
WRITING PRACTICE 3

SAY THE WORDS	WRITE THE WORDS IN PHRASES		
steering wheel	1. turn the steering wheel	2. hold the steering wheel	3. straighten the steering wheel
	4.	5.	6.
tire	1. change the tire	2. fix the tire	3. buy a tire
	4.	5.	6.
wheel	1. buy a new wheel	2. repair the wheel	3. turn the wheel
	4.	5.	6.
steer	1. steer the car	2. steer carefully	3. steer to the right
	4.	5.	6.
accident	1. see the accident	2. in an accident	3. cause the accident
	4.	5.	6.

SENTENCE COMPOSITION 3

SAY THE WORDS	READ THE WORDS IN THESE SENTENCES	WRITE THE WORDS IN YOUR OWN SENTENCES
steering wheel	1. I could not turn the steering wheel. 2. Hold the steering wheel so the car will not turn.	1. 2.
tire	1. He had to change the tire today. 2. We will buy a tire tomorrow.	1. 2.
wheel	1. I will see if they can repair the wheel. 2. Now you can turn the wheel easily.	1. 2.
steer	1. He let me steer the car. 2. I know how to steer carefully.	1. 2.
accident	1. She didn't mean to cause the accident. 2. The two cars were in an accident.	1. 2.

VOCABULARY LESSON 4

WORD	USED IN ENGLISH	USED IN SAMOAN
1. headlight 	1. The headlights help the driver to see the road at night.	1. O moli i luma e fesoasoani i le ave ta'avale e vaaia ai le a la i le po.
2. windshield	2. A clean windshield is important for good driving.	2. O se fa'amalama mama e taua mo malaga fia saogalemu.
3. fender 	3. The fender covers the wheel of the car.	3. E ufiufi e le apaapa le uili po'o le pau o le ta'avale.
4. radiator 	4. You must put water in the radiator.	4. E ao lava ina utu se suavai i le tane vai.
5. hood	5. Open the hood and you can see the engine.	5. A tatala le ufi o le afi e te vaai le enisini o le ta'avale.

SPELLING LESSON 4

headlight	The headlights help the driver to see the road at night.	headlight
windshield	A clean windshield is important for good driving.	windshield
fender	The fender covers the wheel on the car.	fender
radiator	You must put water in the radiator.	radiator
hood	Open the hood and you can see the engine.	hood

Teacher _____ Date _____

VOCABULARY PRACTICE 4

CHOOSE THE RIGHT WORD

English	Samoan
hood	ufi o le afi
windshield	fa'amalama
fender	apaapa
headlights	moli i luma
radiator	tane vai

TO WRITE IN THE BLANK SPACES OF THESE SENTENCES

Use English

1. You can't see the road at night if you don't use your _____.
2. The man at the service station wiped the _____ so we could see clearly.
3. We had to stop to put more water in the _____.
4. After he looked at the engine he closed the _____.
5. The wheel was touching the damaged _____.
6. It was raining so hard we could not see through the _____.
7. The water in the _____ gets very hot.

Teacher _____ Date _____

READING LESSON 4

Read this story

Our friends gave us a car. It had been in an accident and it had a damaged fender, hood and radiator. The headlights on the right side were broken and the windshield had a big hole in it. They said it would cost too much money to repair the car. My uncle is an auto repairman and he helped us fix the car. Now it looks very nice and it runs well.

Answer these questions

Underline the correct answers.

1. Our friends gave us a
   a. new car.
   b. damaged car.
2. There were
   a. many things to be repaired.
   b. two things to be repaired.
3. Our friends did not have the
   a. time to repair the car.
   b. money to repair the car.
4. The car is now
   a. repaired.
   b. waiting to be repaired.
5. My uncle
   a. repaired the car himself.
   b. helped us to fix the car.

Teacher _____ Date _____

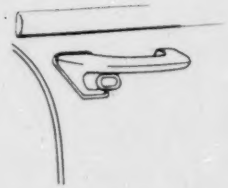
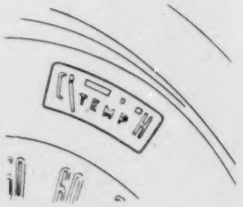
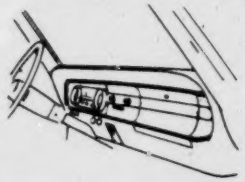
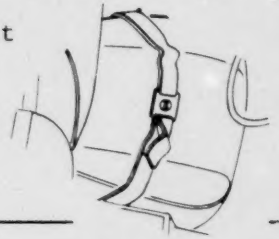
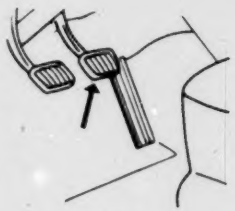
WRITING PRACTICE 4

SAY THE WORDS	WRITE THE WORDS IN PHRASES		
headlight	1. turn on the <u>headlights</u>	2. change the <u>headlight</u>	3. a broken <u>headlight</u>
	4.	5.	6.
windshield	1. clean the <u>windshield</u>	2. a new <u>windshield</u>	3. through the <u>windshield</u>
	4.	5.	6.
fender	1. a damaged <u>fender</u>	2. replace the <u>fender</u>	3. repair the <u>fender</u>
	4.	5.	6.
radiator	1. cool the <u>radiator</u>	2. a hot <u>radiator</u>	3. the empty <u>radiator</u>
	4.	5.	6.
hood	1. raise the <u>hood</u>	2. lower the <u>hood</u>	3. under the <u>hood</u>
	4.	5.	6.

SENTENCE COMPOSITION 4

SAY THE WORDS	READ THE WORDS IN THESE SENTENCES	WRITE THE WORDS IN YOUR OWN SENTENCES
headlight	1. They had to change the headlight after the accident. 2. A broken headlight is dangerous.	1. 2.
windshield	1. We will put gas in the car and clean the windshield. 2. I could not see through the windshield.	1. 2.
fender	1. It was necessary to replace the fender. 2. We could not repair the fender.	1. 2.
radiator	1. He filled the empty radiator with water. 2. Cool the radiator before you put water in it.	1. 2.
hood	1. The man had to raise the hood to look at the engine. 2. He will lower the hood when he is finished.	1. 2.

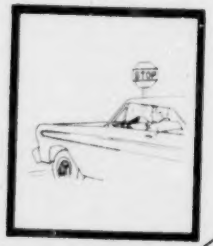
VOCABULARY LESSON 5

WORD	USED IN ENGLISH	USED IN SAMOAN
1. handle 	1. Each of the car doors has a handle.	1. E tofu lava faitotoa o ta'avale ma au tatala.
2. gauge 	2. The gauge shows how hot the water is in the radiator.	2. E fa'alia mai e le fua le vevela o le vai i le tane vai.
3. dashboard 	3. There was a clock and radio on the dashboard of the car.	3. Sa iai se uati ma se leti'o i luma o le ta'avale.
4. seat belt 	4. You must put your seat belt on before you can start the car.	4. E ao ina fa'amau lou fusi nofoa ae lei fa'aolaina le ta'avale.
5. brake 	5. The brake is used to stop the car.	5. O taofi e fa'aaogaina e fa'atu ai le fa'avale.

SPELLING LESSON 5

handle	Each of the car doors has a handle.	handle
gauge	The gauge shows how hot the water is in the radiator.	gauge
dashboard	There was a clock and radio on the dashboard of the car.	dashboard
seat belt	You must put your seat belt on before you can start the car.	seat belt
brake	The brake is used to stop the car.	brake

Teacher _____ Date _____



CHOOSE THE RIGHT WORD

English	Samoan
seat belt	fusi nofoa
dashboard	luma
handle	au tatala
brake	taofi
gauge	fua vai

TO WRITE IN THE BLANK SPACES OF THESE SENTENCES

Use English

1. The gas _____ showed that the tank was almost empty.
2. The speedometer is located on the _____.
3. All new cars have _____ that you must put on before you can start the car.
4. The door _____ was broken o we could not open the door.
5. Every car has a foot _____ and a hand _____.
6. The speedometer is a _____.
7. Wearing your _____ can save your life.

Teacher _____ Date _____

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READING LESSON 5

Read this story

This is what a car looked like many years ago. There were no doors so there were no door handles. This car did not have a dashboard with many gauges like our cars have today. Also people did not wear selt belts. This kind of car did have brakes and could be stopped by the driver.

Answer these questions

Underline the correct answers.

1. This old car did not have
   a. headlights.
   b. door handles.
2. Today's cars have
   a. gauges on a dashboard.
   b. gauges on the floor of the car.
3. These old cars did not have
   a. brakes.
   b. seat belts.
4. The car in this picture does not have
   a. a windshield.
   b. fenders.
5. Cars today are probably
   a. less safe to ride.
   b. safer to ride.

WHAT THINGS HAVE CHANGED?

Teacher _____ Date _____

WRITING PRACTICE 5

SAY THE WORDS	WRITE THE WORDS IN PHRASES		
handle	1. use the door handle	2. turn the handle	3. has a handle
	4.	5.	6.
gauge	1. read the gauge	2. fix the gauge	3. check the gauge
	4.	5.	6.
dashboard	1. see the dashboard	2. repair the dashboard	3. on the dashboard
	4.	5.	6.
seat belt	1. buckle your seat belt	2. take off the seat belt	3. wear your seat belt
	4.	5.	6.
brake	1. step on the brake	2. reline the brake	3. test the brake
	4.	5.	6.

SENTENCE COMPOSITION 5

SAY THE WORDS	READ THE WORDS IN THESE SENTENCES	WRITE THE WORDS IN YOUR OWN SENTENCES
handle	1. Turn the handle to open the door. 2. The car has a handle that needs to be fixed.	1. 2.
gauge	1. I read the gauge and saw that we were out of gasoline. 2. We will have to check the gauge more carefully.	1. 2.
dashboard	1. Because of the accident we had to repair the dashboard. 2. I left my glasses on the dashboard.	1. 2.
seat belt	1. Always wear your seat belt when you are driving. 2. You must take off the seat belt before you can get out of the car.	1. 2.
brake	1. I tried to test the brake and found that it would not work. 2. We will take the car to the repair shop and reline the brake.	1. 2.

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USING INSTRUCTIONAL MATERIALS PACKAGE 1B

TOOL IDENTIFICATION VOCABULARY STUDY - AUTOMOTIVE

Materials Description

This set of instructional materials has been designed for Samoan speaking students who desire to improve their basic English communication skills. Using a high interest area (automotive mechanics) as a source of content, the lessons provide the students with vocabulary development practices. The materials may be used in a group setting or as part of an individualized instruction system.

Each lesson follows the same format. The student is first given a short reading selection about an automotive tool. There is a vocabulary study consisting of general words that are not necessarily automotive in nature. A set of practice exercises help to reinforce the meanings of these new vocabulary words. Students may progress through these lessons at their own pace with a minimum of assistance by the instructor. However, it is possible to use discussion and demonstration to expand upon the uses of the tools being presented, even though the primary objective is to teach English.

The materials for this package include:

1. Eight reading and vocabulary development lessons.
2. Student Information Sheet (For individualized instruction.)
3. Instructor's Information Sheet
4. Pre Test
5. Post Test

Package Objectives

The objectives of this instructional package are:

1. To serve as a set of instructional materials in basic English communications for individuals interested in the automotive trades.

2. To provide instructional materials geared for the culturally handicapped student. (Samoan speaking)

3. To provide instructors with a model to help them develop similar materials.

Evaluation Methods

The practice worksheets, when corrected by the instructor, can serve as an evaluation device. The pre and post tests are designed to evaluate the degree of student progress as a result of studying the entire package. It is possible the pre test may indicate that the student does not need to study the package at all.

Implementing Materials

It is imperative that the student receive the orientation necessary for him to successfully use these materials. The Student Information Sheet is the student's written guide to what he will be studying and how he will accomplish this. However, the instructor may still have to provide more direct guidance to further assist the student. Since the eight lessons follow the same format, after some instruction the students should be able to do most of the activities without too much additional assistance.

If instruction is to be individualized, the students must be prepared for the honest, independent action that will be required of them.

INSTRUCTOR'S INFORMATION SHEET

MODULE

Basic English

Communications

PERFORMANCE

OBJECTIVE: The student will be able to define a selected list of vocabulary terms resulting from readings about automotive tools and equipment.

UNIT 1B	Content - Skills	Content - Related	Teaching Techniques	References
Tool Identification Vocabulary Study --- Automotive	1. Identification of various auto mechanics' tools and equipment.	1. Defin a selected list of vocabulary terms resulting from readings about automotive tools and equipment.	1. Reading worksheets. 2. Answering questions. 3. Demonstration and discussion.	1. Student Information Sheet 2. Student worksheets

STUDENT INFORMATION SHEET

Course Basic English Communications

Lesson Number 1B

Lesson Title Tool Identification Vocabulary Study --- Automotive

Objective

YOU WILL BE ABLE TO define a selected list of vocabulary terms resulting from readings about automotive tools and equipment.

Materials

YOU WILL RECEIVE THESE MATERIALS TO DO THIS LESSON.

1. Instructional materials package --- Automotive Tools

Procedure

YOU WILL NEED TO FOLLOW THESE INSTRUCTIONS.

1. Read page 1, Automotive Tools --- Hammers
2. Study the vocabulary words.
3. Do the Practice Exercises.
4. Do the same for each of the next seven pages.
5. See your teacher if you need help.

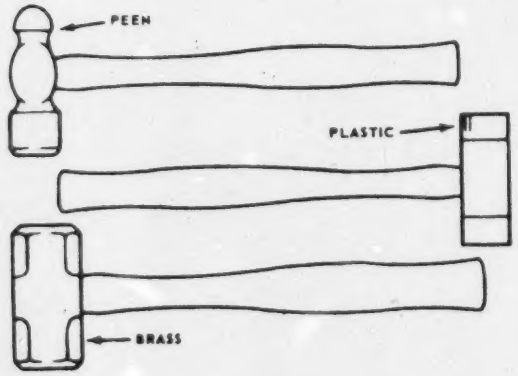
Evaluation

YOU CAN SHOW WHAT YOU HAVE LEARNED BY:

1. Doing the practice exercises.
2. Taking the final test.

Read This Story

Auto mechanics find much use for the ball peen, plastic tipped and brass tipped hammers. The ball peen is used for most pounding and is available in many different sizes. The brass and plastic tipped hammers are used when the mechanic does not want to scratch the surface he is repairing.



Hammers. Ball peen. Plastic tipped. Brass.

Vocabulary Study

tipped - a small piece on the end of something.

pounding - hitting something hard many times.

scratch - to rub or mark a surface with something sharp.

surface - the outside or upper part of an object.

Practice Exercises

Which words go together?

_____	1. hammer	a. mark
_____	2. scratch	b. hitting
_____	3. pounding	c. tipped
_____	4. plastic	d. ball peen

Use these words in the following sentences.

pounding	surface
sizes	hammers

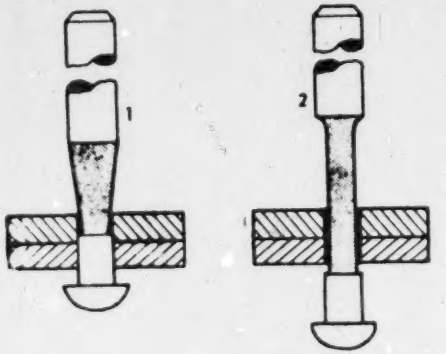
1. The outside _____ of the fender was scratched.
2. The fender became scratched because the mechanic was _____ it with the wrong hammer.
3. You can buy ball peen hammers in many _____.
4. Auto mechanics use _____ for many repairs.

Read This Story

Several sizes and types of chisels are essential for cutting bolts and rivets. The flat cold chisel is used for regular cutting. Other chisels are used when their shapes fit a definite need.

A starting punch is a punch that tapers to a flat point. It is used in starting to punch out rivets. After the rivet has been started, the starting punch can no longer be used because of its taper. A drift punch, which is straight down its entire length, is used to complete the job.

Chisel



Punches. 1-Starting punch. 2-Drift punch.

Vocabulary Study

essential - very important and needed.

definite - for a special purpose.

tapers - becoming smaller toward one end or pointed.

Practice Exercises

Which words go together?

_____ 1. chisel		a. pointed
_____ 2. definite		b. drift and starting
_____ 3. punches		c. cutting tool
_____ 4. taper		d. special

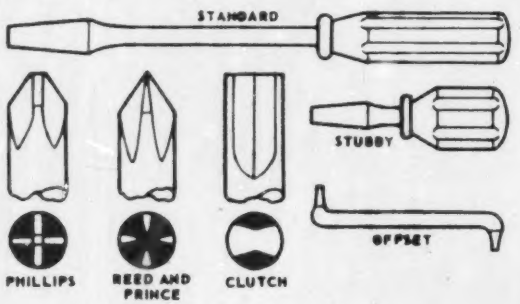
Use these words in the following sentences.

essential cutting
removing sizes

1. Chisels are used for _____ bolts and rivets.
2. Punches are used for _____ bolts and rivets.
3. Chisels and punches are tools that are _____ to the mechanic.
4. Punches and chisels come in different types and _____.

Read This Story

Screwdrivers of all lengths and types are required to do auto repair. The standard, Phillips, Clutch-type and Reed Prince screwdrivers should be sufficient to do most jobs. Keep in your tool box several large and heavy screwdrivers. A long thin electrical type screwdriver is handy for working on small assemblies. Another essential screwdriver is the kind used to hold screws while they are being started.



Screwdriver types. When using screwdrivers, select the right type and size. A good assortment is essential.

Vocabulary Study

required - needed very much
sufficient - enough
assemblies - a group of parts that go together

Practice Exercises

Which words go together?

_____ 1. Phillips		a. assemblies
_____ 2. required		b. tools
_____ 3. brake systems		c. essential
_____ 4. screwdrivers		d. a screwdriver

Use these words in the following sentences.

essential	electrical
standard	lengths

1. There are many types and _____ of screwdrivers.
2. It is _____ to have these different types.
3. Almost everyone has used the _____ screwdriver.
4. An _____ type screwdriver is handy for working on small assemblies.

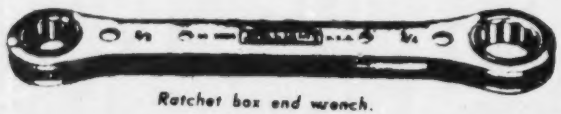
Read This Story

The box end wrench is an excellent tool because it grips the nut on all sides. There is less chance that the wrench will slip and damage the nut. Box end wrenches come with different size openings and in different lengths. They are even available in midget lengths for work in cramped places.

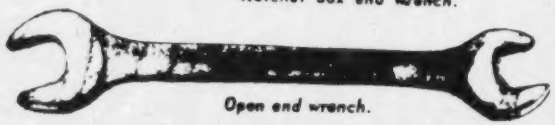
Open end wrenches are handy but not as dependable as box end wrenches. They hold the nut on only two of its flat sides and often slip.

The combination wrench has a box end on one side and an open end on the other side. It is a very convenient tool.

All wrenches are used to loosen or tighten nuts.



Ratchet box end wrench.



Open end wrench.

Combination box and open end wrench.

Vocabulary Study

excellent - very good
grips - holds tightly
midget - very small or short
cramped - small working area
handy - easy to use or handle
convenient - easy to use

Practice Exercises

Which words go together?

_____ 1. handy	a. small
_____ 2. grips	b. holds
_____ 3. midget	c. box end/open end
_____ 4. combination wrench	d. easy to handle

Use these words in the following sentences.

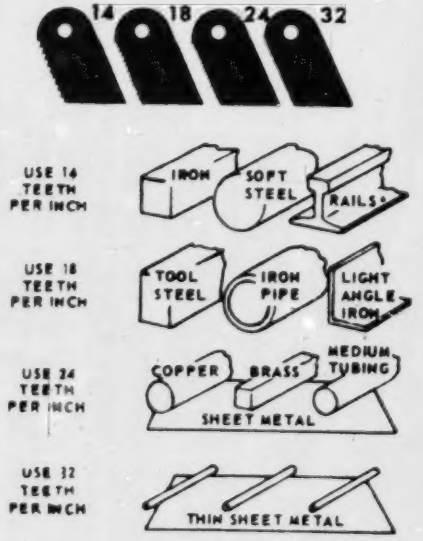
convenient cramped
excellent tighten

1. Mechanics must often work in _____ places.
2. The combination wrench is a _____ tool to use.
3. Some mechanics are very good and do _____ work.
4. A wrench can be used to loosen or _____ nuts.

Read This Story

The hand hacksaw is a much used tool. It is excellent for cutting bolts or tubing. They come with various size blades. Blades are made of different kinds of metals. The blades are measured by the number of teeth they have in each inch. The fewer teeth for each inch the better the saw is for cutting thick pieces.

Study the picture below.



The type of work to be cut determines the best blade tooth per inch selection. These are typical.

Vocabulary Study

various - many different kinds

blade - the part of the saw that cuts

teeth - the sharp points on the edge of the saw's blade

thick - opposite of thin

Practice Exercises

Which words go together?

_____ 1. blade	a. many kinds
_____ 2. thick	b. hacksaw
_____ 3. hand tool	c. cutting edge
_____ 4. various	d. heavy

Use these words in the following sentences.

copper blade

teeth thin

1. _____ sheet metal is cut with a 32 teeth per inch blade.
2. The _____ is the part of the hacksaw used to cut metal.
3. A blade is measured by the number of _____ it has.
4. Use a 24 teeth per inch blade to cut _____.

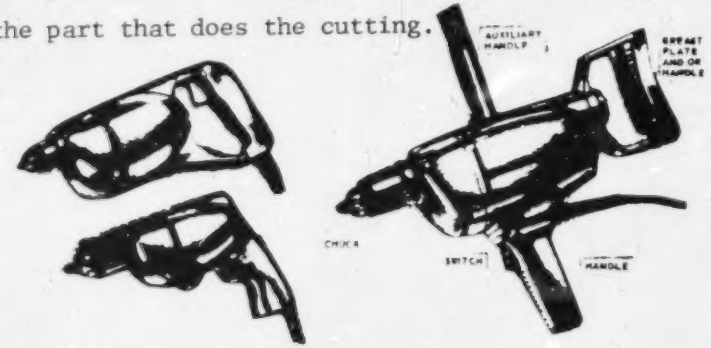
Read This Story

Power tools are tools that require electricity to make them run.

The auto mechanic will often have need to use a grinder to sharpen tools or rework parts. Grinding requires skill and careful handling. Other types of specialized grinders such as brake grinders, valve grinders or crank grinders are also found in auto shops.

A power impact wench is a must for every mechanic. Parts can be removed and replaced much faster than with hand wrenches.

The auto mechanic frequently finds it necessary to drill holes in order to install equipment or parts. The usual method is to use an electric drill. Electric drills come with various size twist drills. The twist drill is the part that does the cutting.



Electric hand drills. Note different handle arrangements.

Vocabulary Study

often - many times
skill - knowledge of how to do the work
specialized - for a special reason
frequently - many times
install - to put into use
usual - used most of the time

Practice Exercises

Which words go together?

_____ 1. often	a. electrical
_____ 2. cutting tool	b. put in
_____ 3. power tools	c. frequently
_____ 4. install	d. drill

Use these words in the following sentences.

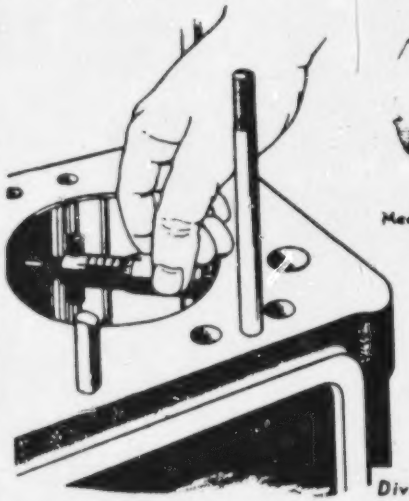
skill specialized
grinder usual

1. A _____ is used to sharpen tools.
2. The _____ way for an auto mechanic to make a hole is for him to use a drill.
3. It takes _____ to use power tools properly.
4. Some grinders are used for _____ jobs.

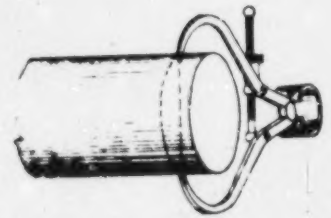
Read This Story

A mechanic is often required to make precision measurements. In order to do this, it is essential that he have and understand the use of several measuring tools. These are the outside micrometer, inside micrometer, dial gauges, calipers, dividers, depth gauges and the combination squares.

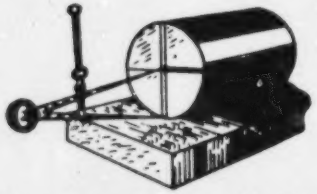
These are precision tools and must be kept immaculate. When not in use they should be stored in covered containers. After each use, the mechanic should wipe the tool with a lightly oiled, clean cloth.



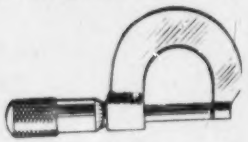
Using an inside micrometer to check cylinder bore size.



Measuring diameter of shaft using an outside caliper.



Dividers being used to find center of shaft.



Outside micrometer

Vocabulary Study

precision - very small, exact or definite

immaculate - very, very clean

containers - something that holds an object such as a box or case.

lightly - with just a small amount

Practices Exercises

Which words go together?

_____ 1. measuring tool	a. measuring tools
_____ 2. precision tools	b. box
_____ 3. immaculate	c. clean
_____ 4. container	d. micrometer

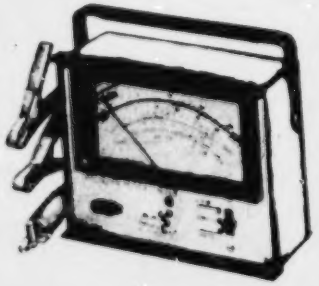
Use these words in the following sentences.

clean	skill
precision	little

1. A mechanic must have the _____ to use measuring tools.
2. He must also take very good care of his measuring tools and especially keep them _____.
3. A _____ oil should be wiped on each of these tools after they are used.
4. A _____ tool is one that can measure very small amounts.

Read This Story

Specialized engine testing equipment have accurate voltmeters, ammeters, gauges and other testing devices. When used properly, it is possible to locate leaks or breaks in the electrical system of the automobile. This equipment can also be used to help adjust the carburetor, ignition, generator or voltage regulator. There is also equipment that can be used to test the entire automobile as if it were actually operating on the highway. Most of this testing equipment is essential and the modern automobiles cannot be repaired well or adjusted without them.



Engine Analyzer

Performs ignition and electrical tests.

Vocabulary Study

accurate - being correct

devices - pieces of equipment used for special purposes

leaks - a crack or hole that lets something out

adjust - to fix or correct

entire - the whole thing

modern - new or recent

Practice Exercises

Which words go together?

_____ 1.	voltmeter, ammeter, gauges	a. fix a carburetor
_____ 2.	adjust	b. parts of the automobile
_____ 3.	carburetor, ignition, generator	c. close to exactly correct
_____ 4.	accurate	d. testing equipment

Use these words in the following sentences.

leaks	modern
entire	devices

1. It is essential that testing equipment be used on _____ cars before they are repaired.
2. Using testing equipment helps the mechanic to find _____ in a system of the automobile.
3. It is possible to test the _____ automobile.
4. Testing _____ could include voltmeters and ammeters.

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USING INSTRUCTIONAL MATERIALS PACKAGE 1C

SAFETY VOCABULARY STUDY - AUTOMOTIVE

Materials Description

This set of instructional materials has been designed for Samoan speaking students who desire to improve their basic English communication skills. Using a high interest area (automotive mechanics) as a source of content, the lessons provide the students with vocabulary development practices. The materials may be used in a group setting or as part of an individualized instruction system.

Each lesson follows the same format. The student is first given a short reading selection about a phase of automotive safety. There is a vocabulary study consisting of general words that are not necessarily automotive in nature. A set of practice exercises help to reinforce the meanings of these new vocabulary words. Students may progress through these lessons at their own pace with a minimum of assistance by the instructor. However, it is possible to use discussion and demonstration to expand upon the feature of safety being presented in each lesson. The primary objective of this package to teach English reading and that is the activity that should be stressed.

The materials for this package include:

1. Ten reading and vocabulary development lessons.
2. Student Information Sheet (For individualized instruction.)
3. Instructor's Information Sheet
4. Pre Test
5. Post Test

Package Objectives

The objectives of this instructional package are:

1. To serve as a set of instructional materials in basic English communications for individuals interested in the automotive trades.

2. To provide instructional materials geared for the culturally handicapped student. (Samoan speaking.)

3. To provide instructors with a model to help them develop similar materials.

Evaluation Methods.

The practice worksheets, when corrected by the instructor, can serve as an evaluation device. The pre and post tests are designed to evaluate the degree of student progress as a result of studying the entire package. It is possible the pre test may indicate that the student does not need to study the package at all.

Implementing Materials

It is imperative that the student receive the orientation necessary for him to successfully use these materials. The Student Information Sheet is the student's written guide to what he will be studying and how he will accomplish this. However, the instructor may still have to provide more direct guidance to further assist the student to get started. Since the ten lessons follow the same format, after some instruction the students should be able to do most of the activities without too much additional assistance.

If instruction is to be individualized, the students must be prepared for the honest, independent action that will be required of them.

INSTRUCTOR'S INFORMATION SHEET

MODULE

Basic English

Communications

PERFORMANCE OBJECTIVE: The student will be able to define a selected list of vocabulary terms resulting from readings about automotive safety.

UNIT 1C	Content - Skills	Content - Related	Teaching Techniques	References
Safety Vocabulary Study --- Automotive	1. Identification of procedures relating to hand tools, fire, personal, automotive products and shop safety.	1. Define a selected list of vocabulary terms resulting from readings about automotive safety.	1. Reading worksheets. 2. Answering questions. 3. Demonstration and discussion.	1. Student Information Shee 2. Student worksheets

STUDENT INFORMATION SHEET

Course Basic English Communications

Lesson Number 1C

Lesson Title Safety Vocabulary Study --- Automotive

Objective

YOU WILL BE ABLE TO define a selected list of vocabulary terms resulting from readings about automotive safety.

Materials

YOU WILL RECEIVE THESE MATERIALS TO DO THIS LESSON.

1. Instructional materials package --- Automotive Safety

Procedure

YOU WILL NEED TO FOLLOW THESE INSTRUCTIONS.

1. Read page 1, Automotive Safety --- Files
2. Study the vocabulary words.
3. Do the practice exercises.
4. Do the same for each of the next nine pages.
5. See your teacher if you need help.

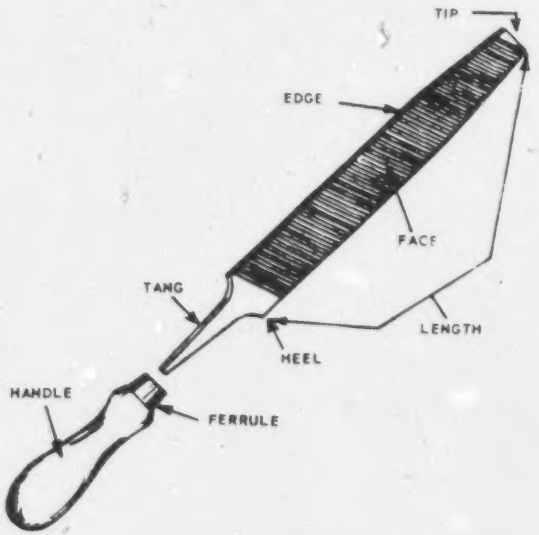
Evaluation

YOU CAN SHOW WHAT YOU HAVE LEARNED BY:

1. Doing the practice exercises.
2. Taking the final test.

Read This Story

Files should never be used without a handle. There is always the danger that you will puncture your hand with the tang if the handle is not used. Never use files to open cans and never hammer them. They are brittle and may break into small pieces which can fly into the user's eyes.



Vocabulary Study

puncture - poke a hole into or through an object.

brittle - easily snapped or cracked.

Practice Exercises

Which of these can be punctured?

water

tomato

hand

Which of these are brittle?

glass

banana

match

Which of these can be used to puncture something?

knife

spoon

scissors

Read This Story

When using a wrench, pull on the handle rather than push on it. If the wrench should slip there is less chance of you hurting your fingers and hands. When the wrench opening becomes worn, the wrench should be discarded. It will probably not fit the nut securely and will slip when used.

Vocabulary Study

slip - to slide out of place.

discarded - thrown away.

securely - tightly

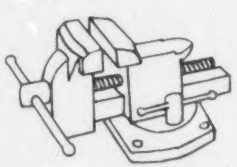
Practice Exercises

Which things would you discard?

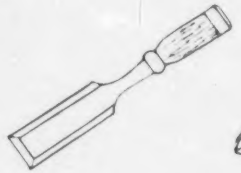
rubbish _____ old newspapers _____

money _____ a new hammer _____

Which of these can hold things securely?



vise



chisel

pliers

Which of these could slip and hurt you?

jack

file

ruler

Read This Story

Be careful when using a hammer. Do not swing the hammer in the direction of a person. It could slip from your grasp and strike someone. Keep the hammer handle tight in the hammer head and be sure that the handle is clean and dry when you are using it.

Vocabulary Study

swing - to hit at something using a wide arm motion.

grasp - holding something tightly with the fingers or arms.

strike - hit

Practice Exercises

What do you do with these?

volley ball

paint brush

swing	grasp	strike

hammer

saw

Read This Story

Compressed air is an important tool in every shop. The air gun should not be pointed at anyone. The high pressure of the air can blow dirt and dust particles at such a high speed that they can puncture the skin and get into the eyes.

Vocabulary Study

pressure - force

compressed - anything with a great deal of pressure upon it.

pointed - turned toward someone or something.

particles - little pieces of things.

Practice Exercises

Which of these could not stand much pressure?

tomato

glass

iron

Which things are pointed?

finger_____ ball _____

air gun _____ stick _____

Which things could the word particles be used to tell about?

sand _____ dust _____

large rocks _____ small pieces of metal _____

PERSONAL SAFETY - EYE PROTECTION

Read This Story

As an auto mechanic there will be times when you need to wear special glasses or goggles to protect your eyes. If you wear glasses it is possible to have your glass prescription placed into safety glasses or goggles. You will see here five types of eye protectors. Read about them.

Type I Spectacle type. Good for protection from the front only. Special safety glass.

Type II Spectacles with leather or transparent plastic protectors on the sides. Side and front protection.

Type III Cup type goggles. Protection from large and forceful flying objects from all directions.

Type IV Mask type goggles with soft leather, cloth or rubber cups. Protects against dust, acid or splashing chemicals.

Type V Welder's helmet. To be used when electric welding. Window must have suitable colored glass to protect the welder's eyes.

Vocabulary Study

protect - keep from harm.

prescription - a written direction for medicine or glasses from a doctor.

spectacles - eye glasses

transparent - material that is clear and you can see through it.

suitable - right for a special purpose.

Practice Exercises

Which words go together?

_____ 1.	goggles	a. clear
_____ 2.	spectacles	b. prescription
_____ 3.	directions	c. eye protectors
_____ 4.	transparent	d. eye glasses

Use these words in the following sentences.

spectacles goggles helmets

1. _____ cover the whole face.
2. _____ completely cover around the eyes.
3. _____ give protection from the front only.
4. Some _____ have plastic side protectors.
5. If you are going to work around a lot of dust, it is better to wear _____.

PERSONAL SAFETY - REMOVING RADIATOR CAPS

Read This Story

Special care must be taken when removing the cap from an auto radiator. The sudden removal of a radiator cap, while the water is hot, will cause the water and steam to shoot out. This can cause severe burns. When removing a radiator cap, it should be covered with a cloth and loosened but not removed. After the steam has escaped the cap can be removed completely.

Vocabulary Study

sudden - happening very quickly.

removal - taking away.

severe - very bad.

loosened - partly opened.

escaped - gone out.

Practice Exercises

Mark these sentences True or False.

_____ 1. A sudden rain would be rain that you were not expecting.

_____ 2. A sudden trip is one that you had been planning for a long time.

_____ 3. When a dentist pulls out a tooth, it is a removal.

_____ 4. When the dentist puts in false teeth, it is a removal.

_____ 5. A severe auto accident is when there is little damage.

_____ 6. People sometimes get killed in severe accidents.

_____ 7. A loosened rope cannot hold anything.

_____ 8. A loosened rope can hold things tightly.

_____ 9. If the steam has escaped, there is none left in the radiator.

_____ 10. After the steam has escaped, it is dangerous to open the radiator cap.

Read This Story

All shops should have an ample number of fire extinguishers. Everyone should know their location. Remember that water cannot be used to extinguish a gasoline or grease fire. For these fires you must use a carbon tetrachloride or foam extinguisher. If nothing else is available, sand can be used. Water can be used on wood, paper or rubbish fires.

Keep oil and paint rags in special containers that will prevent them from catching on fire.

Vocabulary Study

ample - enough

location - where something is kept or placed.

extinguish - to stop the fire.

available - ready to be used.

prevent - stop

Practice Exercises

Which of these would be ample?
(Underline the correct answer.)

a. four tires on a car

b. two headlights on a car

c. one fender on a car

d. one gas tank on a car

What location would you choose?
(Draw a line to the correct answer.)

a. to mail a letter	service station
b. to get gasoline	police station
c. to get a driver's license	market
d. to buy food	post office

What things could extinguish a fire?
(Underline the correct answers.)

a. sand b. foam c. gasoline d. water

Which of these would be available for you to use?
(Underline the correct answers.)

a. a car that cannot run

b. a tool that is broken

c. clean clothes

d. food ready to be eaten

Which of these prevent you from doing something?
(Underline the correct answers.)

a. stop sign b. no money

c. gasoline shortage d. a car that has been repaired

Read This Story

Care must be taken to keep the shop floor clean and free from grease and oil. Spots of grease and oil are slippery and frequently accidents happen. Whenever any oil or grease spills or drips on the floor, it should be wiped up immediately.

Vocabulary Study

spills - to fall or flow out of something.

drips - to fall in drops, such as water.

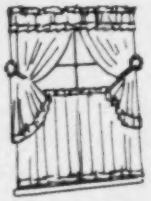
wiped - to clean or dry something with a cloth.

Practice Exercises

Which of these could you wipe?

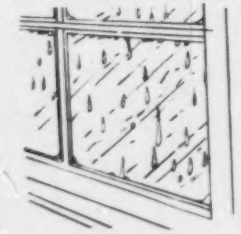
dish

shoes



curtains

Which shows something dripping?



rain

shower

flood

Which shows something spilling?

seeds

water

fruit

SAFE USE OF AUTOMOTIVE PRODUCTS - STP

Read This Warning That Appears on the Can

WARNING - May cause eye irritation. Avoid contact with eyes. Wash thoroughly after handling. In case of contact flush eyes with water for fifteen minutes. Call a physician.

Vocabulary Study

irritation - soreness, redness

avoid - keep away from

contact - to touch

flush - to wash out with water or some kind of liquid

physician - doctor

Practices Exercises

Underline the right answer for each of these questions.

Which can protect your eyes against irritation?

a. goggles b. light c. dust

Which of these would you want to avoid?

a. good friends

b. a good job

c. a bad accident

In the following sentence, what does the word contact mean. "Avoid contact with any part of the body."

a. looking b. touching c. listening

What would you use to flush something clean?

a. acid b. water c. grease

What does a physician do?

a. helps people when they are sick

b. takes people to jail

c. repairs your car

Read This Warning That Appears on the Can

CAUTION - Keep from flames. Use in well ventilated area. Do not puncture or incinerate. Do not store at temperature above 120 degrees F. Avoid prolonged breathing of vapors or contact with skin. If swallowed do not induce vomiting. Call physician.

Vocabulary Study

ventilated - where there is air.

incinerate - burn

prolonged - for a long time.

vapors - gas or fumes that cannot be seen.

induce - cause, bring about.

Practice Exercises

Mark these sentences True or False.

____ 1. A ventilated room is one that has all the windows closed tight.

____ 2. A ventilated room has the windows open and air blowing through it.

____ 3. You burn things in an incinerator.

____ 4. To incinerate the rubbish is to burn it.

____ 5. A prolonged trip is one that takes a long time.

____ 6. A prolonged trip is one that is over in a short time.

____ 7. The vapors from gasoline can be smelled but not seen.

____ 8. Vapors are tools you use to repair a car.

____ 9. To induce someone to help you do a job, you can offer to pay him well.

____10. Hard work and low pay could induce someone to stay on the job.

USING INSTRUCTIONAL MATERIALS PACKAGE 1D

SHOP MANAGEMENT - AUTOMOTIVE

Materials Description

This set of instructional materials has been designed for Samoan speaking students who desire to improve their basic English communication skills. Using a high interest area (automotive mechanics) as a source of content, the lessons provide the students with reading selections and practice exercises. The materials may be used in a group setting or as part of an individualized instruction program.

Each lesson follows the same format. The student is first given a reading selection about some phase of automotive servicing. This is followed with a group of vocabulary words that have general application and that can be found in the accompanying reading selection. These are followed with practice exercises designed to test vocabulary development, reading comprehension and knowledge of the automotive skills involved. Students may progress through these lessons at their own pace with a minimum of assistance from the instructor. However, it is hoped that the instructor will use discussion and demonstration techniques to expand upon the subject being considered for each of the lessons. The primary objective of this package is to teach English reading and that is the activity that should be stressed.

The materials for this package include:

1. Five reading selections with accompanying practice exercises.
2. Student Information Sheet (For individualized instruction.)
3. Instructor's Information Sheet
4. Post Test

Package Objectives

The objectives of this instructional package are:

1. To serve as a set of instructional materials in basic English communications for individuals interested in the automotive trades.

2. To provide instructional materials geared for culturally handicapped students. (Samoan speaking)

3. To provide instructors with a model to help them develop similar materials.

Evaluation Methods

The practice worksheets, when corrected by the instructor, can serve as an evaluation device. The post test is designed to evaluate the degree of student progress as a result of studying the entire package.

Implementing Materials

It is imperative that the student receive the orientation necessary for him to successfully use these materials. The Student Information Sheet is the student's written guide to what he will be studying and how he will accomplish this. However, the instructor may still have to provide more direct guidance to further assist the student. Since the five lessons follow the same format, the student should be able to approach most of the lessons independent of too much assistance.

If instruction is to be individualized, the students must be prepared for the honest, independent action that will be required of them.

INSTRUCTOR'S INFORMATION SHEET

MODULE

Basic English

Communications

PERFORMANCE

OBJECTIVE: The student will be able to demonstrate comprehension of the content and selected vocabulary related to readings on auto shop management.

UNIT 1D	Content - Skills	Content - Related	Teaching Techniques	References
Shop Management --- Automotive	1. Identification of the following skills related to auto servicing: a. customer relations b. handling money c. using credit cards d. writing job orders e. using the telephone	1. Recognize some of the communication skills necessary when working in a service station.	1. Reading worksheets. 2. Answering questions.	1. Student Information Sheet. 2. Student worksheets.

STUDENT INFORMATION SHEET

Course Basic English Communications

Assignment Number 1D

Assignment Title Shop Management --- Automotive

Performance Objectives: YOU WILL BE ABLE TO recognize some of the communication skills necessary when working in a service station.

Materials Required: YOU WILL RECEIVE THESE MATERIALS TO DO THIS LESSON.

1. Instructional materials package --- Shop Management - Automotive

Relative Information and Procedures: YOU WILL NEED TO FOLLOW THESE INSTRUCTIONS.

1. Read Shop Management I How Do You Treat the Customers?
2. Study the vocabulary words.
3. Do the Practices Exercises.
4. See your teacher for help and for the correct answers.
5. Do the same for each of the next four lessons.

Evaluation: YOU CAN SHOW WHAT YOU HAVE LEARNED BY:

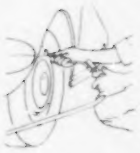
1. Doing the practice exercises in each lesson.
2. Taking the final test.

SHOP MANAGEMENT I

HOW DO YOU TREAT THE CUSTOMERS?

Wipe the windshield.

Check the radiator.



Check the tires.

Check the oil.

Today was Tavita's first day at work at the Windward City Service Station. He had come from Samoa one month ago to work and live in Windward City. His uncle knew Mr. Mitchell, the owner of the service station, and he had agreed to hire Tavita as a service station attendant.

Tavita had never worked in a service station before so he had much to learn. Mr. Mitchell said that he would teach Tavita what to do. Yesterday, Mr. Mitchell showed him how to use the gas pump. He also told Tavita how to take care of customers. These are the things he told Tavita.

1. When a customer drives into the station, smile and say to him, "May I help you?"
2. Serve the customer as quickly as you can.
3. While his car is being filled with gasoline, see if his tires need air and if he has enough water and oil.
4. Wipe the windshield and windows.
5. Be sure to say, "Thank you," when you are finished serving him.

Mr. Mitchell also told Tavita that he

1. Should never argue with the customers.
2. Should not make the customers wait. Even if you are busy with someone else, tell the customer that you will help him in a few minutes.
3. Should be sure to invite the customer to return to his station the next time he needs service.

It seemed like so much to remember. And today Tavita's very first customer had asked him to "check the oil." Tavita's English was not too good and he had to ask Mr. Mitchell what the customer meant. Mr. Mitchell told him that the customer wanted him to look at the oil in his car to see if he had enough. He showed Tavita how to remove the oil stick to "check the oil."

Later in the day a customer asked Tavita to "check the water" and "check his tires." Tavita remembered how he had to "check the oil" earlier in the morning. He decided that the customer wanted him to see if there was enough water in the radiator and enough air in his tires. Tavita was right and he was happy that he had learned something new.

Tavita was learning that it was important to understand what the customers wanted if you were going to treat them right.

VOCABULARY STUDY

hire - to get someone to work for pay.

attendant - helper

customer - a person who buys things from a store or shop.

argue - to disagree with someone.

treat - the way you act toward other people.

Can you use these new words? Write them in the blank spaces of these sentences.

1. The service station _____ puts gasoline in the car.
2. He started to _____ with the customer about how how much the gasoline was going to cost.
3. The _____ said that he was not going to pay until the service stattion attendant wiped his windshield.
4. You must ____ _____ the customers well so that they will return to the shop again.
5. The owner will not _____ people who argue with the customers.

Do you know what you have read? Underline the correct answers.

1. Tavita was hired because

   a. he worked in a service station in Samoa.
   b. his uncle knew Mr. Mitchell, the service station owner.
   c. he read about this job in the newspaper.

2. Mr. Mitchell told Tavita to say to the customers

   a. "May I help you?"
   b. "What is your name?"
   c. "What do you want?"

3. One of Tavita's jobs was to

   a. change tires.
   b. fix carburetors.
   c. put water in the radiator.

4. Mr. Mitchell told Tavita to

   a. let the customer wait if he is busy with someone else.
   b. say "Thank you," when he was finished with a customer.
   c. argue with the customer.

5. The words "check the oil" mean

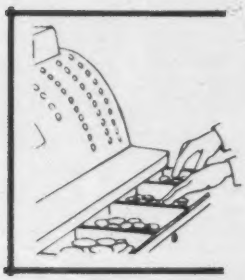
   a. put clean oil in the car.
   b. add water to the oil.
   c. see if there is enough oil in the car.

The words in the first list are in the story. Can you match them with words that mean the opposite?

_____ 1. first	a. die
_____ 2. live	b. start
_____ 3. smile	c. last
_____ 4. finish	d. many
_____ 5. few	e. cry

SHOP MANAGEMENT II

DO YOU KNOW HOW TO HANDLE MONEY?



For the first three days Tavita did not have to handle any money. He just helped the customers and Mr. Mitchell collected the money and gave the customers their change.

On the fourth day Mr. Mitchell told Tavita that he must also learn how to take the customer's money and give him change if it were necessary. Tavita felt confident about this because he had always been a good mathematics student. All he had to do was add or subtract and Tavita knew how to do that with no trouble.

However, when the first customer paid him for his gasoline, Tavita found that he did not know how to use the cash register to get change for the $5.00 that the customer had given him. Mr. Mitchell helped by showing him how to press the keys on the cash register. After he had the change and the customer was gone, Mr. Mitchell showed Tavita how the money was arranged in the cash register. He also showed Tavita how to count the money for the change as he gave the change to the customer. Tavita was good at mathematics and by the end of the day, he was able to operate the cash register and make change by himself.

After Mr. Mitchell closed the station that evening, he counted the money in the cash register and found that they were short 25¢. Mr. Mitchell said that it was not good to be short but he thought that Tavita had done very well considering it was his first day at handling money.

VOCABULARY STUDY

collected - took in

change - extra money returned to a customer after he has paid for something.

confident - sure

press - push down on.

arranged - placed in a certain way.

Can you use these new words? Write them in the blank spaces of these sentences.

1. I gave the customer $3.00 _____ after he paid his bill.

2. I tried to _____ the right keys on the cash register.

3. Are you _____ that you know how to use the cash register.

4. I could see how the money was _____ in the cash register.

5. After I learned how, I _____ the money from the customers.

Do you know what you have read? Underline the correct answers.

1. Tavita did not know how to
   a. add and subtract.
   b. use the cash register.
   c. count money.

2. It was not until the fourth day that Mr. Mitchell showed Tavita
   a. how to use the gas pump.
   b. how to wipe the windshield.
   c. how to collect the money.

3. When the first customer paid for his gasoline, Tavita
   a. could not open the cash register.
   b. could not tell how much change was needed.
   c. asked Mr. Mitchell to collect the money.

4. At the end of the day, Mr. Mitchell
   a. went home without counting the money.
   b. told Tavita to count the money.
   c. counted the money in the cash register.

5. They found that the cash register was
   a. empty.
   b. short.
   c. over.

Can you make change? Do these problems. Example:

Money customer gave	$ 5.00
Cost of gasoline	- 2.80
Change to customer	$ 2.20

The cost of the gasoline	Money the customer gave Tavita	Change Tavita gave the customer.
$ 4.85	$ 10.00	
$ 6.35	$ 7.00	
$ 2.70	$ 3.00	
$ 7.50	$ 10.00	
$ 3.65	$ 5.00	

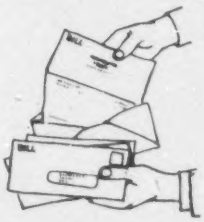
Can you answer these questions about money?

1. How many dimes equal $1.00? _____
2. How many quarters equal $1.00? _____
3. How many pennies equal $1.00? _____
4. How many nickels equal 25¢? _____
5. How many dimes equal 60¢? _____

SHOP MANAGEMENT III

WHAT DO YOU DO WITH CREDIT CARDS?

People use credit cards to charge their gasoline.



The credit card company bills them at the end of the month.

The customers pay for all their purchases at one time.

Tavita had noticed that instead of money some customers gave Mr. Mitchell a small plastic card. He wrote out a sales slip and all the customer had to do was sign the sales slip. They did not have to pay money for their services. Tavita wondered why.

When he had some time, he asked Mr. Mitchell what the little plastic cards were and why people used them. Mr. Mitchell told Tavita the cards were called credit cards. People used them instead of money. At the end of the month the credit card company sent a bill to these people for all the gasoline they had bought during the month. They paid their whole bill at one time and then the service station owner received his money from the credit card company. Mr. Mitchell told Tavita that people used credit cards to buy all kinds of things. By using credit cards, people did not have to carry a lot of money around with them.

Tavita said that this was a good thing and as soon as he could he would get many credit cards. Mr. Mitchell told Tavita that he must work for awhile before he could get a credit card. Then the credit card company would decide whether he had sufficient income before they would let him charge things with a credit card.

Tavita served many customers the rest of the day. Some of them paid for their gasoline and oil with credit cards. He learned how to use the credit card to mark the charge slips and how to write the amount of the sale on the slip. Mr. Mitchell told him to be sure to have the customer sign the charge slip. Then Tavita removed one copy of the charge slip and gave it to the customer. The rest of the papers were put in the cash register. At the end of the day, Mr. Mitchell added all the charge slips and recorded the amount in a special account book.

When Tavita went home from work, he thought about all those people who did not use money to pay for their purchases. He knew that someday they would have to pay and that they were not getting those things free. Maybe he did not need to get a credit card after all.

VOCABULARY STUDY

to charge things - to buy things with credit cards instead of paying cash for them.

company bills them - company sends them a bill for what they have bought.

purchases - things you buy.

sales slip - a piece of paper where the amount of the charge is written.

sufficient income - to earn enough money.

Can you use these new words? Write them in the blank spaces of these sentences.

1. You must write the amount of the customer's _____ on the sales slip.
2. People use credit cards _____.
3. If you have _____ you can get a credit card.
4. Give one copy of the _____ to the customer.
5. At the end of the month the _____ for the things they have bought.

Do you know what you have read? Underline the correct answers.

1. Tavita noticed that some customers gave Mr. Mitchell

   a. a large book.
   b. a small plastic card.
   c. a sales slip.

2. Credit cards are used

   a. to get things free.
   b. to get things you already paid for.
   c. to get things you must pay for later.

3. Credit cards can be used to buy

   a. all kinds of things.
   b. only gasoline.
   c. only gasoline and oil.

4. Mr. Mitchell taught Tavita how to

   a. add correctly.
   b. write sales slips.
   c. record the sales in the account book.

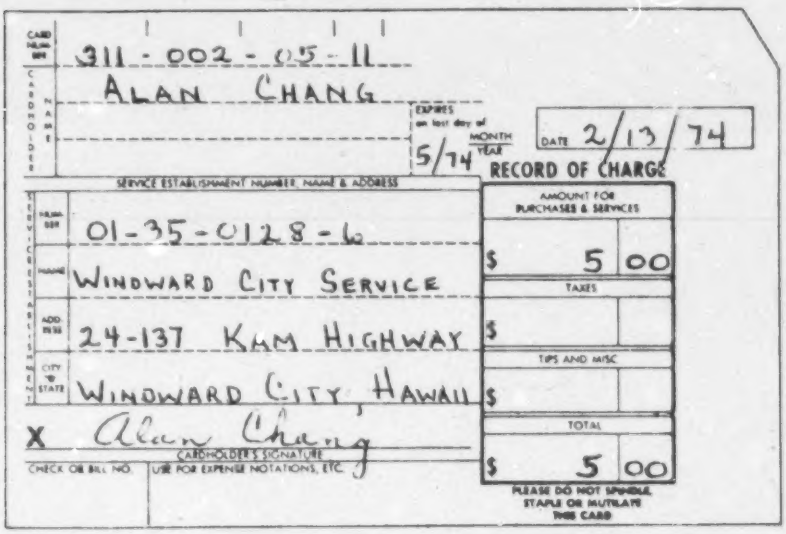
5. The customer

   a. wrote his own charge slip.
   b. added his purchases on the sales slip.
   c. signed his name on the charge slip.

The words in the first list are in the story. Can you match them with words that mean the same?

_____ 1. money	a. all of it
_____ 2. rest	b. took away
_____ 3. whole	c. write your name
_____ 4. removed	d. what was left
_____ 5. sign	e. cash

Can you read a charge slip? When a customer gives Tavita a credit card, he must write a charge slip. Here is a copy of a charge slip Tavita wrote for one of his customers. Read it very carefully. Then answer the questions that appear below the charge slip.



311 - 002 - 05 - 11

ALAN CHANG

EXPIRES on last day of MONTH/YEAR 5/74

DATE 2/13/74

RECORD OF CHARGE

SERVICE ESTABLISHMENT NUMBER, NAME & ADDRESS

01-35-0128-6

WINDWARD CITY SERVICE

24-137 KAM HIGHWAY

WINDWARD CITY, HAWAII

X Alan Chang
CARDHOLDER'S SIGNATURE

CHECK OR BILL NO. | USE FOR EXPENSE NOTATIONS, ETC.

AMOUNT FOR PURCHASES & SERVICES $ 5 00

TAXES $

TIPS AND MISC $

TOTAL $ 5 00

PLEASE DO NOT SPINDLE, STAPLE OR MUTILATE THIS CARD

1. What is the customer's name?

_____

2. How much did he charge?

_____

3. What is the address of the service station?

_____

4. What was the date of this charge?

_____

5. What is the customer's credit card number?

_____

SHOP MANAGEMENT IV

WHAT OTHER SERVICES CAN YOU PROVIDE FOR THE CUSTOMER?

After Tavita had worked at the service station for a few days, he became friendly with Willy. Willy worked in Mr. Mitchell's repair shop. Customers could bring their cars to the service station to be repaired as well as to buy gas and oil.

Willy told Tavita that he used to do the same work that Tavita was doing. He learned enough about cars to make minor repairs. Now Mr. Mitchell had Willy working full-time with him in the repair shop. Willy told Tavita that he could learn to repair cars too.

Whenever Tavita was not busy with customers he would go into the repair shop and help Willy and Mr. Mitchell. After awhile Tavita could change and repair tires, flush the radiator and install new batteries.

Mr. Mitchell showed Tavita how they wrote a job order for each car that was to be repaired. The job order listed what the customer wanted them to fix. On the job order they had to list all the new parts they installed on the car. There was also a place to show how much the parts cost and how much time was spent doing the work. When the repair work was finished, Mr. Mitchell added all the costs together on the job order. This job order was then given to the customer as a bill to show him how much he owed for his repair work.

It was not too long before Tavita could write job orders. Some times he misspelled the words but he kept trying and with Willy's help he began to write better. Tavita hoped that someday he would know enough to work full-time in the repair shop like Willy did.

VOCABULARY STUDY

repair - to fix something so that it can be used.

minor - small or easy

full-time - all day, usually 8 hours of work.

flush - wash out with water or some other kind of liquid.

install - to put in something.

Can you use these new words? Write them in the blank spaces of these sentences.

1. When the water in the radiator gets dirty, it is time to _____ it out and put clean water in.
2. The car had been in a _____ accident so there were just a few things to repair.
3. I need a _____ job in order to support my family.
4. The repairman had to _____ a new carburetor.
5. The car _____ business is a very good business to go into right now.

Do you know what you have read? Underline the correct answer.

1. Willy
   a. had been hired the same time as Tavita.
   b. was Mr. Mitchell's son.
   c. worked in the repair shop.
2. Mr. Mitchell
   a. owned the repair shop but did not do repair work.
   b. worked with Willy in the repair shop.
   c. wrote the job orders but did not repair cars.
3. Tavita
   a. was not allowed to go into the repair shop.
   b. learned to make minor repairs like Willy.
   c. was not allowed to write job orders.
4. The job order
   a. showed what needed to be repaired.
   b. showed how much gas the customer put in his car.
   c. showed how much time Tavita had worked last week.
5. The customer
   a. received a separate bill attached to the job order.
   b. received no bill because Mr. Mit hell just told him how much he owed.
   c. received a copy of the job order as his bill.

The words in the first list are in the story. Can you match them with the words in the second list that mean the opposite?

_____ 1. fix	a. different
_____ 2. better	b. earned
_____ 3. busy	c. worse
_____ 4. spent	d. damage
_____ 5. same	e. resting

Here is a job order. Study it and then answer the questions that follow.

Windward City Service

JOB ORDER

Customer ALAN CHANG Date 3/20/74

Address 545 KING STREET Phone 568-1220

Repair Work	Cost
LABOR TO	$ 7.00
CHANGE AIR FILTER	
CHANGE OIL AND OIL FILTER	
PARTS	
AIR FILTER REPLACEMENT	1.89
OIL FILTER REPLACEMENT	1.89
OIL	3.00
	$ 13.78
TAX 4%	.55
TOTAL	$ 14 33

1. What was the total cost for this repair work? _____
2. What did the labor cost? _____
3. Name one thing that the repair man had to do for this job order.

   _____
4. What was the customer's name? _____
5. What was the date of this job order? _____

SHOP MANAGEMENT V

HOW SHOULD YOU USE A BUSINESS TELEPHONE?

Tavita noticed that Mr. Mitchell made and received many telephone calls each day. Once when Tavita's aunty had called and had talked to Tavita for a long time, Mr. Mitchell seemed upset. He told Tavita that he should not have long conversations with his relatives on the service station telephone. When Tavita went home that night he told his family not to call him at work again unless it was an emergency.

Sometimes the telephone would ring when Mr. Mitchell was working on a car and it was hard for him to run to the telephone to answer it. He decided that it was time for Tavita to learn to answer the telephone.

One afternoon when they were not too busy, Mr. Mitchell gave Tavita some instructions about using the telephone correctly. These are the things he told Tavita to do.

1. When you answer the phone say "Windward City Service" and don't just say "Hello."
2. If the phone call is for someone who is not there, take the name and phone number of the person calling.
3. Speak clearly and loud enough to be heard by the caller.
4. Do not make the caller wait. If it will take a long time to get the information he wants, tell him you will call him back.
5. When you are finished talking to the caller, say "Good-bye" and put the telephone down gently.

Tavita was afraid to answer the telephone because his English was not very good. And the very first time someone called and Tavita had to answer the telephone, he forgot to say "Windward City Service." The caller thought he had the wrong number. The next time a call came in for Mr. Mitchell. Since he could not come to the telephone, Tavita took down the caller's name and phone number. Tavita wrote down the wrong phone number and Mr. Mitchell could not call the customer back.

After a few days of answering phone calls, Tavita was less afraid. He made less mistakes and even thought his English was sounding better.

VOCABULARY STUDY

upset - unhappy or feeling badly

conversation - speaking to another person

emergency - a very important reason

gently - handling something carefully

afraid - scared

Can you use these new words? Write them in the blank spaces of these sentences.

1. Your boss may get _____ if you don't do your work well.
2. It is an _____ when your car won't go and there is no one to fix it for you.
3. Some people are _____ to ride in an airplane.
4. The repairman _____ placed the piece of glass in the window.
5. My telephone _____ with my friend was very short.

Do you know what you have read? Underline the correct answer.

1. When Tavita had a long telephone conversation, Mr. Mitchell
   a. fired him from his job.
   b. was upset.
   c. did not pay Tavita for the time he was on the telephone.
2. When Mr. Mitchell told Tavita not to have long telephone calls, Tavita
   a. quit his job.
   b. told his family to call only when there was an emergency.
   c. got very angry.

3. Mr. Mitchell decided that

   a. Tavita should learn how to answer the telephone correctly.

   b. it was better not to let Tavita answer any calls.

   c. Willy would answer all the telephone calls.

4. If Tavita received a call while Mr. Mitchell was not at the service station, he was to

   a. tell the caller to call back later.

   b. get the caller's name.

   c. get the caller's name and phone number.

5. Tavita

   a. did not have any trouble learning how to answer the telephone.

   b. was not afraid to answer the calls.

   c. made some mistakes but continued to answer the telephone.

Why would these people use the telephone?
Match the reason with the person.

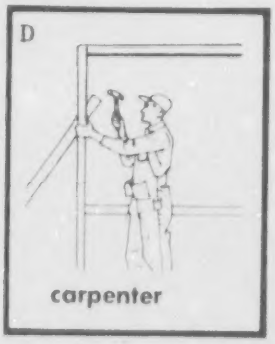
_____ 1. To place an order for some lumber.

_____ 2. To tell a patient that his doctor's appointment is changed.

_____ 3. To report that he had had a traffic accident.

_____ 4. To make an airplane reservation for the boss of the company.

_____ 5. To order some medicine for a patient.



TRADE TERMINOLOGY - AUTOMOTIVE

Choose the correct word to complete each of these sentences.

1. Gasoline is
   a. pump
   b. food
   c. fuel
   d. water
2. You must step on the
   a. steering wheel
   b. speedometer
   c. clutch
   d. gearshift
3. The engine is under the
   a. hood
   b. fender
   c. tire
   d. tank
4. The door has a
   a. gauge
   b. brake
   c. handle
   d. shift
5. Gasoline goes to the
   a. radiator
   b. carburetor
   c. headlight
   d. dashboard
6. Start the car with the
   a. gearshift
   b. steering wheel
   c. brake
   d. ignition
7. You read a
   a. speedometer
   b. windshield
   c. accelerator
   d. tank
8. A car has four
   a. tanks
   b. steers
   c. fenders
   d. hoods
9. Another word for turn is
   a. brake
   b. steer
   c. pump
   d. clutch
10. Gasoline is in a
    a. tank
    b. bank
    c. gauge
    d. book
11. You look through the
    a. accelerator
    b. windshield
    c. carburetor
    d. indicator

12. You do <u>not</u> step on the
    a. gearshift
    b. brake
    c. accelerator
    d. clutch

13. At night you use the
    a. accident
    b. headlights
    c. steer
    d. automotive

14. You wear
    a. tires
    b. seat belts
    c. windshield
    d. dashboard

15. Put water in the
    a. gasoline
    b. oil
    c. brakes
    d. radiator

16. To slow your car use the
    a. accelerator
    b. fuel
    c. brake
    d. wheel

17. For more speed use the
    a. accelerator
    b. brake
    c. clutch
    d. tire

18. To turn the car use the
    a. gearshift
    b. carburetor
    c. handle
    d. steering wheel

19. You must buy
    a. air
    b. accidents
    c. gasoline
    d. shifting

20. The speedometer is a
    a. wheel
    b. gauge
    c. pump
    d. tank

21. You can get a flat
    a. fender
    b. tire
    c. wheel
    d. gauge

22. The speedometer is on the
    a. dashboard
    b. floorboard
    c. hood
    d. fender

23. People get hurt from
    a. accelerators
    b. accidents
    c. angles
    d. shifts

24. Tires fit

a. hoods
b. gauges
c. handles
d. wheels

25. Gasoline moves because of the

a. tank
b. carburetor
c. pump
d. water

TRADE TERMINOLOGY - AUTOMOTIVE

Choose the correct answer for each of the following.

1. Fuel is
   a. put in the radiator.
   b. water.
   c. gasoline.
2. A tank is
   a. where you put money.
   b. where you put food.
   c. where you put gasoline.
3. Gasoline
   a. makes the car run.
   b. is the same as oil.
   c. is put in the tires.
4. A carburetor is
   a. where fuel and air are combined.
   b. where you put water.
   c. a tank.
5. The pump is used to
   a. steer the car.
   b. shift the car.
   c. take the gasoline to the carburetor.
6. You use the ignition
   a. to stop the car.
   b. to start the car.
   c. to turn the key.
7. To use the clutch
   a. you must step on it.
   b. move it with your hand.
   c. start it with a key.
8. A gearshift
   a. helps to stop the car.
   b. makes the car go faster.
   c. is used to move from one gear to another.

9. Look at the speedometer
   a. to see how much gasoline you have.
   b. to see how fast the car is going.
   c. to see if the radio is working.
10. The accelerator is the thing that
   a. you step on to go faster.
   b. starts the car.
   c. shows the speed of the car.
11. You use the steering wheel
   a. to make the car go backward.
   b. to turn the car right or left.
   c. when you want to change a tire.
12. The tire
   a. fits on the wheel.
   b. is made of metal.
   c. is under the hood.
13. The wheels of a car
   a. go forward only.
   b. are made of glass.
   c. turn when you use a steering wheel.
14. To steer something
   a. means to turn it in a certain direction.
   b. means to step on it.
   c. you look at it.
15. If you have an accident
   a. you can get hurt.
   b. no one will get hurt.
   c. the car is not damaged.
16. Headlights are used
   a. during the day.
   b. both day and night.
   c. at night so you can see where you are driving.

17. Your windshield
    a. is made of metal.
    b. should be clean.
    c. keeps the sun out of your eyes.
18. There is a fender
    a. to cover each wheel.
    b. to cover the engine.
    c. inside the car.
19. The radiator
    a. is where you put the fuel.
    b. is where you put the water.
    c. is where the gasoline is mixed with water.
20. If you lift the hood
    a. you will see the ignition.
    b. you will see the gasoline.
    c. you will see the engine.
21. The car handles
    a. are found on the doors.
    b. are found on the windshield.
    c. are found on the hood.
22. One gauge in the car
    a. shows how heavy the car is.
    b. how hot the water is.
    c. how long the car is.
23. The dashboard
    a. is inside the car.
    b. is outside the car.
    c. is under the car.
24. Seat belts
    a. are not necessary.
    b. are for people to wear.
    c. cause accidents.
25. A brake
    a. is used to make the car go fast.
    b. is used to stop the car.
    c. is used to start the car.

TOOL IDENTIFICATION VOCABULARY STUDY - AUTOMOTIVE

Read the sentences. Then mark the word that means the same as the underlined word.

1. The pen is metal tipped.
   a. rounded
   b. ended
   c. turned
2. The surface of the fender was scratched.
   a. broken
   b. dented
   c. marked
3. It is essential to know how to change a tire.
   a. very important
   b. not important at all
   c. nice
4. If you learn how to repair a car, you can earn sufficient money.
   a. less
   b. enough
   c. more
5. The various tools were easy to use.
   a. different kinds
   b. carpenter's
   c. mechanic's
6. The blade of the knife was sharp.
   a. point
   b. handle
   c. cutting edge.
7. A wrench grips the nut.
   a. loosens
   b. holds tightly
   c. removes
8. A hammer is a very convenient tool to own.
   a. expensive
   b. cheap
   c. easy to use

9. The mechanic had to <u>install</u> a new radiator.
   a. take out
   b. put in
   c. test
10. This car <u>frequently</u> must be repaired.
   a. many times
   b. never
   c. hardly ever
11. Each of the tools had its own <u>container</u>.
   a. owner
   b. box or case
   c. handle
12. The mechanic was <u>very accurate</u> when he measured the bolt.
   a. careless
   b. fast
   c. careful
13. The <u>entire</u> car needed to be painted.
   a. whole
   b. under surface
   c. old
14. All <u>modern</u> cars have seat belts.
   a. passenger
   b. American
   c. new or recent
15. The screwdriver is <u>handy</u> to use.
   a. difficult
   b. easy to hold
   c. heavy

TOOL IDENTIFICATION VOCABULARY STUDY - AUTOMOTIVE

Read the sentences. Then mark the word that means the same as the underlined word.

1. An auto mechanic uses a hammer for <u>hitting</u>.
   a. pounding
   b. scratching
   c. tipping
2. The repairman painted the <u>outside</u> of the fender.
   a. edge
   b. surface
   c. tip
3. Some punches <u>become smaller</u> at one end.
   a. cut
   b. taper
   c. pound
4. Chisels are tools that are <u>needed very much</u> for auto repair.
   a. essential
   b. definite
   c. scratched
5. Three kinds of screw drivers are usually <u>enough</u> for most repair jobs.
   a. required
   b. essential
   c. sufficient
6. Most hand tools are <u>easy</u> to use.
   a. convenient
   b. cramped
   c. definite
7. Some wrenches come in <u>very small</u> sizes.
   a. thick
   b. handy
   c. midget
8. A good wrench must <u>hold</u> the bolt tightly.
   a. cut
   b. grip
   c. punch

9. Keep the cutting edge of your saw sharp.
   a. blade
   b. handle
   c. tool
10. Many times a mechanic will need to use power tools.
   a. harldy ever
   b. often
   c. always
11. He had to use a particular grinder for that job.
   a. specialized
   b. skill
   c. usual
12. Some people have the ability to repair cars.
   a. time
   b. equipment
   c. skill
13. Sometimes a mechanic must make small exact measurements.
   a. precision
   b. immaculate
   c. light
14. It is important to keep your tools very clean.
   a. accurate
   b. immaculate
   c. adjusted
15. There are many pieces of equipment for testing cars.
   a. assemblies
   b. devices
   c. containers
16. The water drips out of the radiator.
   a. leaks
   b. adjusts
   c. installs
17. The mechanic had to fix the carburetor.
   a. scratch
   b. pound
   c. adjust

18. Very new cars have less repairs.

    a. essential

    b. handy

    c. modern

19. A mechanic often uses an electric drill.

    a. usually

    b. especially

    c. precisely

20. You must be careful and correct when you measure automobile parts.

    a. immaculate

    b. accurate

    c. entire

SAFETY VOCABULARY STUDY - AUTOMOTIVE

Choose the correct word to complete each of these statements.

1. Something that breaks easily is
   a. brittle
   b. available
   c. loosened
2. When you throw something away it is
   a. punctured
   b. brittle
   c. discarded
3. If the wrench fits tight it will hold
   a. loosely
   b. securely
   c. partly
4. When you hit something hard you _____ it.
   a. grasp
   b. swing
   c. strike
5. Little pieces are called
   a. compressed
   b. particles
   c. points
6. A great force causes
   a. trouble
   b. injury
   c. pressure
7. Eye glasses are sometimes called
   a. spectacles
   b. containers
   c. tools
8. If you can see through something it is
   a. suitable
   b. spectacles
   c. transparent

9. A doctor gives you a
   a. removal
   b. protection
   c. prescription
10. A very bad burn is one that is
   a. sudden
   b. loosened
   c. severe
11. When the steam has gone out it has
   a. escaped
   b. loosened
   c. spilled
12. When you have enough, it is
   a. prevented
   b. ample
   c. available
13. A special place is a
   a. location
   b. removal
   c. prescription
14. Another word for stop is
   a. induce
   b. contact
   c. extinguish
15. Something that is dried with a towel is
   a. spilled
   b. wiped
   c. dripped
16. To keep away is to
   a. avoid
   b. flush
   c. contact
17. Redness could be
   a. an irritation
   b. a physician
   c. vapors

18. To burn is to
    a. ventilate
    b. incinerate
    c. extinguish
19. Something that lasts for a long time is
    a. induced
    b. prolonged
    c. an irritation
20. A touch is
    a. a contact
    b. a drip
    c. an avoidance

SHOP MANAGEMENT - AUTOMOTIVE

Choose the correct answers to the following.

1. Tavita
   a. could speak English, but not too well.
   b. spoke very good English.
   c. could not speak English at all.
2. The service station where Tavita worked
   a. was located in Samoa.
   b. belonged to Mr. Mitchell.
   c. belonged to Tavita's uncle.
3. Tavita could not immediately do the same work as Willy because
   a. Mr. Mitchell would not allow him in the repair shop.
   b. Willy didn't want Tavita around.
   c. Tavita had to learn how to repair cars like Willy had learned.
4. As a service station attendant, Tavita
   a. had to speak, read and write some English.
   b. never had to speak to the customers.
   c. spoke only to the Samoan customers.
5. Credit cards
   a. are used in place of job orders.
   b. are used in place of money.
   c. are free.
6. Tavita felt that he would have no trouble collecting money from the customers because
   a. he knew how to operate the cash register.
   b. he was good at mathematics.
   c. he had done this kind of work before.
7. When Tavita first started to take telephone calls
   a. he made some mistakes.
   b. he made no mistakes.
   c. he could only speak Samoan.

8. Willy

   a. would become a service station attendant after he learned more about repairing cars.

   b. once had done Tavita's job.

   c. was Mr. Mitchell's son.

9. By learning to answer the telephone, Tavita

   a. seemed to improve his English.

   b. helped Mr. Mitchell.

   c. both "a" and "b".

10. Tavita learned that

   a. it was good to have many credit cards.

   b. someday you had to pay for all the things you charged with your credit cards.

   c. the credit card company gave cards to anyone.

Choose the correct word that means the same as the underlined term.

1. Mr. Mitchell decided to <u>give a job to</u> Tavita.

   a. hire

   b. treat

   c. fire

2. Don't argue with the <u>people you serve</u>.

   a. servers

   b. owners

   c. customers

3. You can use your credit card for the <u>things you buy</u>.

   a. bills

   b. sales

   c. purchases

4. Tavita had <u>to push down</u> the cash register keys.

   a. press

   b. pulls

   c. change

5. After he had answered some telephone calls, Tavita felt <u>sure of himself</u>.

   a. afraid

   b. confident

   c. bored.

6. Willy knew how to <u>fix</u> cars.

   a. install

   b. change

   c. repair

7. Tavita learned to do <u>small</u> repairs.

   a. minor

   b. great

   c. important

8. Tavita told his aunty to call him at work only when it was <u>very important</u>.

   a. an emergency

   b. lunchtime

   c. minor

9. Mr. Mitchell felt <u>unhappy</u> about the way Tavita used the telephone.

   a. afraid

   b. upset

   c. confident

10. Tavita had a long <u>talk</u> with someone on the telephone.

    a. collection

    b. conversation

    c. correction

Match the picture with the sentence that describes it.

_____ 1. Tavita opened the hood of the car to check the engine.

_____ 2. A service station attendant must put air in the tires.

_____ 3. Tavita used the oil stick to see if there was enough oil in the car.

_____ 4. The windshield must be wiped clean.

A.

B.

C.

D.

VISUAL NOT INCLUDED HERE

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1B
Tool Identification
Script for tape

You should be looking at page 1 of your Auto Mechanics' Tool Book. This tape will help you to learn some things about the tools you see here.

Here is a picture of some tools that an auto mechanic might have to use. Do you know their names? Can you read their names? Can you say their names? Look at the yellow card in the lower right corner. You will see the names of these tools listed there. Notice that there are numbers in front of the names of the tools. These same numbers are on the pictures of the tools. Follow as I read the names of these tools to you.

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1. Tool box - Look at the tool box in the picture. It is marked with a number one on it. Tools are kept in a tool box when you are not using them.

2. Hacksaw - See the hacksaw marked with a number two. You can also see the extra blades under the hacksaw.

3. Hex key set - These come in different sizes.

4. Open-end wrenches - These come in differnt sizes also. The sizes cannot be adjusted.

5. Combination ignition wrenches - These are called combination wrenches because they have two different kinds of ends. One end is closed and the other end opened. These are used for different purposes.

6. Chisel and punches - One chisel and two kinds of punches are in the picture.

7. Screwdrivers - Here are different sizes and different kinds of screwdrivers.

8. Socket insert set

9. Sockets - These come in many lengths and sizes.

10. Quick release ratchet wrench

11. Extension bars

12. Flex handle

Numbers 10,11 and 12 are used with the sockets.

Now let's read this list again. See if you can say the names of the tools after I say them.

1. Tool box 2. Hacksaw 3. Hex key set 4. Open-end wrenches
5. Combination ignition wrenches 6. Chisel and punches
7. Screwdrivers 8. Socket insert set 9. Sockets
10. Quick release ratchet wrench 11. Extension bars 12. Flex handle

After you have studied this list, see if you can say the names of these tools without looking at the words. If you need more help, play the tape again. If you think you know them well, you may go on to the next picture and tape.

Turn the tape off and rewind it.

This tape goes with page 3 of your Auto Mechanics' Tool Book. You should have your book opened to that page now.

You see here on this page, pictures of several chisels and punches. Can you read the words that tell you some things about these tools? Look at the black square on the picture where there is a description of the chisels and punches. I will read this description to you. See if you can follow the words as I read.

Craftsman Chisels and Punches

1. Made from strong steel alloy for toughness and durability.
   Let me explain what some of these words mean. A steel alloy is a metal that is made by mixing steel with other metals. The word toughness tells us that the metal is strong and durability means that it can last for a long time. These are good things that you look for when you are buying tools.

2. Double heat treated to provide extra hard cutting edges that stay sharp.
   Look at the chisel at the top of the picture. The first arrow is pointing to the sharp cutting edge. It is important that the edge be sharp and that it stays sharp even after long use.

3. Butt ends chamfered to take solid drives without chipping.
   Look at the chisel at the top of the page again. The butt end is the end that is pounded. Chamfered means that it has been shaped and rounded so that there are no sharp edges like the other end. Solid drives is another way of saying hard pounding or hammering. And chipping means breaking off in little pieces.
   So number 3 tells us that these chisels and punches have rounded tops that can take hard pounding without the metal breaking off in little pieces.

4. Easy grip square shape tool won't roll off the table.
   These tools are square in shape because that makes them easy to hold and when you lay them down they won't roll away from you.

5. Chrome plated finish resists rust and corrosion.
   The tools are covered with a layer of chrome and this keeps them from getting rusty and wearing away.

Now see if you can read what is written on the pink cards. These are the same words that we just read together. They appear here with their definitions. Turn the recorder off while you do this reading and turn it on again after you have finished.

Now let's read the white printing again. I will read each sentence --- then you try reading on your own. After that I will read the sentence to you once more and then we will go on to the next sentence until we have read all five sentences.

1. Made of strong steel alloy for toughness and durability.
   repeat

2. Double heat treated to provide extra hard cutting edges that stay sharp. repeat

3. Butt ends chamfered to take solid drives without chipping.

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4. Easy grip square shape ... tool won't roll off table.
   repeat

5. Chrome-plated finish resists rust and corrosion.
   repeat

You might want to try reading this again. It may take some time for you to learn all these words well. If you need more help, play the tape again. Also get help from your teacher , if it is necessary. When you think you know how to read this page well, go on to page 5.

Turn the tape off and rewind it.